

Professional and Managerial Branch
Cultural Group
Public Art Series

CULTURAL FUNDING AND TECHNICAL ASSISTANCE COORDINATOR

09/05 (AIS)

General Purpose

Under general supervision, develop, coordinate, evaluate and administer Cultural Funding and Technical Assistance programs.

Typical Duties

Develop and manage Cultural Funding and Technical Assistance programs. Involves: Develop funding guidelines, criteria, and funding process to implement cultural funding program. Provide technical assistance to applicants to include general grant writing training. Select review panelists and manage panel meetings. Conduct overall program evaluation to include onsite evaluation of applicant and funded agencies. Monitor fiscal and program compliance. Conduct best practices research, as required. Participate as peer panelist in local, state or federal funding programs, as directed. Develop comprehensive documents for reporting on grant funding activities, including assisting in the preparation of reports to state and federal agencies and long-term planning documents.

Oversee integration and utilization of the Texas Commission on the Arts (TCA) Sub-granting Program. Involves: Research and apply to TCA for grant opportunities. Develop and implement comprehensive process to consolidate TCA sub-granting program into the City's Cultural Funding Program. Monitor grantee performance and ensure compliance with state and federal requirements.

Manage internet-based systems in collaboration with Information Technology and TCA. Involves: Develop, implement, maintain and test program start-up. Arrange for system training for local arts and cultural organizations and artists. Provide for system maintenance and evaluation.

Supervise Management Assistance Program for arts organizations and Business-Professional Development Program for artists. Involves: Conduct needs assessment. Coordinate program development with Nonprofit Enterprise Center and Genesis 21. Select, monitor and evaluate participating organizations, agencies and contracts. Market and promote both programs. Collaborate with employees to assess their needs. Develop necessary reports and fundraising for program continuance and enhancement.

Perform administrative and incidental duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences, as qualified, by performing specific duties and responsibilities essential to maintaining continuity of ordinary operations. Provide project support as assigned. Serve on ad hoc committees. Attend meetings and conferences. Compile data, prepare reports, and maintain records and files.

Knowledge, Skills, and Abilities

- Considerable knowledge of development and management of cultural funding programs.
- Considerable knowledge of peer review panel selection and process.
- Considerable knowledge of nonprofit technical assistance programs.
- Considerable knowledge of program budget development and control techniques.
- Good knowledge of arts and artist incubation and professional development programs.
- Good knowledge of state arts agency sub-granting programs.
- Good knowledge of marketing, public relations and customer service practices and procedures.
- Good knowledge of supervisory practices and methods.
- Ability to collaborate with multiple stakeholders, and promote public/private partnerships.
- Ability to facilitate public meetings.
- Ability to establish and maintain effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the public.
- Ability to communicate clear, concise oral and written communication to prepare and present reports and press releases, prepare and submit grant proposals, and prepare and negotiate contracts.
- Skill in safe operation and care of motor vehicle, personal computer or network workstation, generic business productivity software, peripherals and general office equipment.

Other Job Characteristics

- Occasional driving through City traffic.
- Work extended hours, weekends and holidays.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's Degree in public or arts administration, performing or visual arts, fine or liberal arts, business, or a related field, plus two (2) years of responsible professional experience in a nonprofit organization, arts and cultural organization or educational institution, or two (2) years of responsible professional experience securing program funding which involved grants management in a non profit, arts and cultural, or government organization.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

OFFICIAL